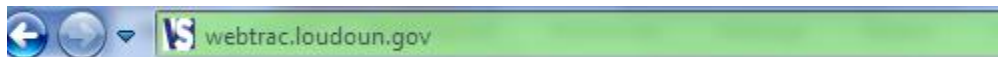


WebTrac Account


Create an Online Account:

1. You will need to go to the **webtrac** log in page by going to webtrac.loudoun.gov.



2. Below the Member Login it will ask if you need an account. Click where I have highlighted below.

[WebTrac Home](#) »
[Search-Browse](#) »
[Contact Us](#) »



Fall registration begins August 15 at 12:01am

Member Login


Username:
Password:
[Login](#)

Need an Account? [Click Here](#)
To retrieve your ID and password [Click Here](#)
Need extra help? [Click Here](#)


PRCS
20145 Ashbrook Place
Suite 170
Tax ID# 54-094-8306
Ashburn, VA 20147
Email: prcs@loudoun.gov

Welcome to Online Registration

To search for a class:

Choose the class type or location from the list(s).
Use the search functions provided.
Click  (Add to Wishlist) to mark the desired classes.
Log into WebTrac to register.


To register for a class:

Log into WebTrac with your household ID and password. Your default password is your home phone number with area code and no dashes.
Select your wishlist or enter the appropriate class number.
Click  (Add to cart) to proceed.
Proceed to checkout.

Once logged in you can:

- Make a payment on an existing balance
- Update household information (address, email, etc...)
- Update family members (Add new, change ages)
- View your shopping history
- Reprint receipts
- Print a Child Care Statement
- Print a roster or calendar of current enrollments

Purchase Theater Tickets Now!



Search for a class

By Type *(click to see all)*

- [Adaptive Recreation](#)
- [Aquatics](#)
- [Fine Arts](#)
- [Camps](#)
- [Craft Related](#)
- [Dance](#)
- [Drama](#)
- [Educational](#)
- [Fitness/Wellness](#)
- [Cooking/Food](#)
- [Horsemanship](#)
- [Music](#)
- [Nature](#)
- [Sports](#)
- [Special Events](#)
- [Teen Programs](#)
- [Trips/Tours](#)

By Location *(click to see all)*

If you already have an Webtrac account then you would just login where it ask you for your username and password.

- Once you click on need an account you will need to create a User Name and Password and fill in the requested information highlighted in red.

Please complete the following information about your household

*** REQUIRED DATA**

User Name (up to 50 chars)

Password (up to 50 chars)

Re-Type to Confirm

Head of Household Information

Name of Primary Guardian (First)

Name of Primary Guardian (Last)

Gender

Date of Birth (mm/dd/yyyy)

Secondary Guardian Information

Name of Secondary Guardian (First)

Name of Primary Contact (Last)

Gender

Date of Birth (mm/dd/yyyy)

Email and Phone Information

Primary EMail Address

Re-Type to Confirm EMail Address

Home Phone w/ area code (xxx)xxx-xxxx

Cell Phone w/ area code (xxx)xxx-xxxx

Work Phone w/ area code (xxx)xxx-

- Once you have submitted you information it will email you your username a password. You may add people to your account, but if you are just using this for your team you will not need to add any other people to your account.